

## **JOB DESCRIPTION**

**Title:** Director of Finance

**Length of Contract:** 12 Month Employee

**Qualifications:**

- Bachelor's degree or higher in Accounting, Finance, Business Administration or related field
- Minimum of eight (8) years of successful accounting or finance experience to include experience in school administration or finance.
- Certified Public Accountant or Registered member of a state Association of School Business Officials (i.e. SCASBO) preferred
- Advanced technical knowledge of South Carolina school finance and budget forecasting
- Knowledge of state and federal law in the area of budget and finance
- Knowledge of budgeting and accounting systems
- Knowledge and proficiency using personal computers and related software to develop spreadsheets and perform data analysis
- Ability to communicate effectively, both verbally and in writing with the Board, Superintendent and other District personnel
- Ability to interpret policy, procedures and data
- Ability to manage budgets and personnel
- Must have satisfactory outcome of fingerprinting check prior to starting employment.
- Ability to supervise staff

**Immediate Supervisors:** Superintendent

**Salary:** Based on Education and level of Experience

**Job Summary:** In collaboration with the Superintendent plans, organizes, controls and direct all projects and activities related to financial services, state and federal funding, budgeting, financial forecasting, purchasing, investments, contracts, grants, and payroll.

**Major Responsibilities and Duties:**

1. Report to the Superintendent on the business affairs of the district, keeping him informed on the current and projected financial condition of the district. Provide advice and counsel to the Superintendent, Board and others on matters pertaining to assigned areas of responsibility.
2. Prepare and submit monthly financial statements to the Superintendent which reflect the true financial condition of the district.

3. Prepare the official school budget in cooperation with the Superintendent and school staff, and serve as Superintendent's representative in controlling the adopted budget.
4. Be responsible for the disbursement of district funds in accordance with board policy, the adopted school budget, and state and federal law.
5. Maintain a financial accounting system, in conformity with state and national school accounting standards and requirements to record in detail all transactions affecting the acquisition, custodianship, and disbursement of funds.
6. Supervise finance staff in accordance with district policies and procedures.
7. Audit all expense accounts, bills, contracts, reports to state and federal agencies, and other claims before submitting to the Superintendent for approval.
8. Prepare and maintain narrative and statistical reports, records and files that illustrate the district's financial status.
9. Coordinate the collection of all funds (except taxes) due to the district, receive and depositing these funds in the manner prescribed by law.
10. Furnish bond in such form and amount as determined by the board with the premium paid by the district.
11. Be able to perform the essential functions of interacting with other administrators, district employees and contractors to coordinate financial activities, resolve issues and conflicts and to exchange information.
12. Comply with district policies, as well as state and federal laws and regulations.
13. Attend Board meetings; presents and interprets financial impact of proposals as necessary.
14. Serves as a member of the Superintendent's Leadership Team.
15. Other duties as assigned by the Superintendent.